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7 SEP 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (31 August - 6 September 1983)

Office of the Director

On 31 August 1983, the Director and former Director of Information Services attended a Government-wide meeting chaired by the Director, Information Security Oversight Office (ISOO) to discuss the classification level and request for declassification of a GAO Report entitled "Federal Agencies' Roles in Government's Evolving Program to Combat Terrorism" (C-GAO/GGD-83-1 dated 21 June 1983). The result of the meeting was that Director, ISOO will hold a meeting with the agencies which object to the classification level and declassification request--the Departments of State, Defense, and Energy--to try and reach an agreement on whether or not the report should be classified and at what level. ~~CIA would support classification of the report if the other~~ agencies felt that substantive material needed protection. From our standpoint, there are no CIA equities involved.

The Deputy Director of Information Services and several members of the Records Management Division visited the Library of Congress to observe the use of the optical disk technology in their information storage and retrieval system. The system is capable of storing the equivalent of five million library cards.

Classification Review Division

CRD representatives and the DO Information Review Officer met with Chief, CDC/SR and Department of State History Staff representatives to discuss procedures to be followed in protecting CIA correspondence and other documentation involved in the Foreign Relations of the United States series related to the Vietnam period. Continued discussions will be required as work on this material progresses.

CRD personnel reviewed one manuscript (64 pages) for PRB, three documents (three pages) for DOD, 75 documents (702 pages) for IPD, and 31 Summaries of Agency Employment (36 pages) during this period.

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from background.

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Chief, RMD met with the ADDA to discuss automated information systems needed to support senior Agency managers in their role as decision-makers. The discussion was part of a survey being made by the Executive Information System Working Group of the Information Systems Board.

Information Technology Branch (ITB) personnel conducted a comparison of GIMS and the Agency's Database Management Systems (DBMS) used for SAFE. It was decided that GIMS would support TRIS better than other DBMS would because of differences in requirements.

Chief, RMD and the DO Associate Records Management Officer met to discuss plans for automating information handling procedures in the DO. The DO expects to electrically transmit virtually all its information from the field directly to the operational desks, thus eliminating most manual processing.

ITB representatives briefed three DO/IMS officers on TRIS and its subsystem, the Audited Document Inventory and Tracking System (AUDITS). The DO personnel were disappointed in the planned 1985 operation date but will submit some additional requirements that they would like to have included but which probably would relate only to their Directorate.

Agency Archives and Records Center personnel keyed 4,846 entries into ARCINS; made 19 additions, 45 changes, and five deletions to RAMS; and destroyed 150 cubic feet of material.

Regulations Control Division

RCD currently is processing a total of 128 jobs which includes 12 new and revised proposals, 13 issuances in active negotiation and coordination, 12 sent forward for approval, ten issuances prepared for publication by P&PD, and two issuances published.

Information and Privacy Division

A separate report is attached.

Attachment:

As stated



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EXO/OIS (7 Sep 1983)

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